

MEMORANDUM FOR THE RECORD

FROM:

[redacted]

Deputy Director of Logistics

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SUBJECT:

Office of Logistics/Information Management
Staff Meeting, 19 May 1981

REFERENCE:

Memo for DDA from C/IMS, dtd 5 May 81, [redacted]
[redacted] Subject: DDO Field Operational/
Information Security Program.

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1. On 19 May 1981 representatives of Office of Logistics (OL) and Information Management Staff (IMS) met at Headquarters to discuss DDO/IMS plans for word processing, as well as the CRAFT Project. These present were: Messrs. [redacted]
[redacted] from IMS; and Messrs. [redacted] and the undersigned from OL.

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2. At the outset there was general discussion as to the process to be utilized for the acquisition of word processing equipment, e.g., requirements analysis, economic justification, and source selection procedures. Chief, Procurement Division (PD) pointed out that word processing falls under the delegation the Agency has to procure automatic data processing equipment. To further assist IMS in this area, copies of relevant materials were provided to IMS attendees. These materials included a completed word processing feasibility study, along with guidelines to be used in their preparation, and FPR, FPMR, and DAR provisions applicable to procurement actions contemplated by IMS.

3. IMS acknowledged the applicability of these procedures and reconfirmed its current efforts to complete within two weeks its studies for the word processing requests previously forwarded to PD which have been processed through the procurement cycle. In completing these studies IMS pointed out that there are costs savings applicable to Agency professionals which should be factored in. IMS stated they would coordinate with Office of Data Processing (ODP) applications in this approach to insure conformance with ODP guidelines.

4. With regard to bigotted programs, IMS was advised that it was important to establish an adequate audit trail which, as a minimum, calls for a briefing of the Director of Logistics (D/L) and a supporting document referencing the existence and identity by number of appropriate Presidential findings and their retention by IMS.

5. With respect to CRAFT, there was discussion of the need to develop further information concerning technical and operational consideration which influence this program. Specifically, any benefits accruing as the result of commonality with State should be fully explored and evaluated by means of a documented cost benefit analysis before reaching a definite conclusion. OL agreed to contact State so that IMS could undertake an assessment of the specific factors which may result from a common approach with State. In addition, it was agreed that would be made available to assist IMS. STAT

6. IMS, with regard to CRAFT, emphasized the need to have a procurement completed in time so that FY82 funds could be utilized. OL responded with its view that a competitive procurement could accommodate IMS's funding restraints. Two alternatives were presented, i.e., a separate procurement for CRAFT by means of an RFP or the accommodation of CRAFT requirements through the word processing RFP now being generated to accommodate Agency requirements. IMS agreed to pursue consideration of other approaches.

7. C/PD agreed that upon an adequate sole source justification for three test bed installations that expeditious action to accommodate the requirements upon IMS coordination with Office of Security and Office of Communications.

8. It was agreed that there should be a follow-up meeting in two weeks.

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